Notice of Funding Opportunity: Advancing Diversity and Inclusion Grant Program
SUBJECT TO AVAILABILITY OF FUNDS

Notice of Funding Opportunity (NOFO)

Funding Opportunity Title: Advancing Diversity and Inclusion Grant Program
Funding Opportunity Number: SCA-525-22-GR0000
Start date: December 1, 2021
Deadline for Applications: July 6, 2022
CFDA Number: 19.040

A) PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the U.S. Embassy and Consulates in Canada, U.S. Department of State, announces an open competition for organizations to submit applications to carry out programs to strengthen bilateral ties between the United States and Canada on **Advancing Diversity and Inclusion** Grant Program.

Please carefully follow all instructions below.

Priority Region: Canada

1. PAS invites proposals from non-governmental organizations, think tanks, government institutions, and academic institutions for programs that strengthen the bilateral ties between the United States and Canada and support the Roadmap for a [Roadmap for a Renewed U.S.-Canada Partnership Pillar](#) **Advancing Diversity and Inclusion**, including, but not limited to:

   • Programs that address common challenges and share best practices around creating more effective, equitable, and inclusive approaches to community safety, criminal justice, and law enforcement.

   • Programs focused on combatting systemic racism and discrimination and sharing best practices for promoting diversity and inclusion in both the public and private sectors.

   • Programs on Higher Education and STEM (Science, Technology, Engineering and Mathematics).

   All programs must engage Canadian audiences. All programs must include a U.S. element or connection with U.S. experts that will promote increased understanding of U.S. policy and perspectives. Any speakers paid with grant funding must hold U.S. citizenship.

COVID-19 SPECIAL ANNOUNCEMENT TO ALL POTENTIAL APPLICANTS: Applicants are encouraged to consider the ongoing impact of the COVID-19 pandemic on travel and public gatherings in Canada when developing programs and submitting proposals. Proposals should detail the applicant's plans to execute either a virtual, in-person, or hybrid program, depending upon the public health restrictions in force at the time the program takes place.

Full List of Priority Program Areas that should be linked to Advancing Diversity and Inclusion focus (link can be to one or more areas):

Youth Engagement: Programs and projects that engage youth audiences through creative formats including (but not exclusively) online gaming, performance and the arts, exploration of Canada and U.S. shared history, culture, and values, and virtual and in-person exchanges opportunities.

Global Cooperation and Alliances: activities that affirm cooperation to address global challenges through multilateral institutions and alliances.

Student Mobility: activities that promote exchanges and training opportunities for U.S. and Canadian higher education and vocational students.

Promote Educational Exchanges and Partnerships: particularly those related to Science Technology Engineering Arts and Mathematics (STEAM) that target underserved youth.

Shared History, Values and Interests: programs that explore U.S.-Canada shared history and values, including, but not limited to our commitment to greater diversity and inclusion, freedom of the press, protection of intellectual property rights, and promotion of human rights at home and abroad, including religious freedoms.

Security and Defense: activities that promote transatlantic security; combat transnational, regional, and global challenges, including cybersecurity, terrorism, violent extremism, trafficking in persons; and promote resistance to malign foreign influence and disinformation.

Prosperity, Trade, and Investment: entrepreneurship; economic opportunities for women, youth, and minority and underserved populations; technology and innovation; and trade that improves the connections between U.S. and Canadian businesses, and USMCA.

Climate Crisis Action: efforts to promote cooperation and solutions to the growing threat and mounting social, economic, and strategic impacts of climate change.

Examples of Advancing Diversity and Inclusion Program Grants include but are not limited to:

- Public messaging campaigns using social media, video, and new media
- Cultural and Fine Arts Programming, to include cultural performances, workshops and engagements based around dance, theater, music, poetry, youth competitions, the plastic and other fine and performing arts
- Professional and academic speaker programs, lectures, and seminars
- Professional and academic exchanges and projects

Please note that we will not fund the following:

- Trade Shows
- Programs relating to partisan political activity
- Charitable or development activities
- Construction programs
- Fund-raising campaigns
- Scientific research
- Personal use
- Lobbying for specific legislation
- Programs intended primarily for the growth or institutional development of the organization or
- Programs that duplicate existing programs
- Alcohol

Participants and Audiences:

- The program participants must include majority Canadians.
- All applicants for awards must identify their target audience and estimate the expected audience reach through indirect contact via social media, traditional media, or online meeting platforms.

Diversity and Inclusion Guidelines:

Programs, speakers, and participants should be balanced and representative of the diversity of political, social, and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation, or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives.

B) FEDERAL AWARD INFORMATION
Length of performance period: Twenty-four months
Award amounts: awards may range from a minimum of $15,000.00 to a maximum of $100,000.00
Type of Funding: FY22 Smith-Mundt Public Diplomacy Funds
Funding Instrument Type: Standard Award, Fixed Amount Award, Individual Award, or Cooperative Agreement. Significant involvement for a Cooperative Agreement may include prior approval of specific speakers for programs.
Program Performance Period: Proposed programs should be completed in twenty-four months or less.

C) ELIGIBILITY INFORMATION

The following organizations are eligible to apply:

- U.S. or Canadian not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- U.S. organizations applying for funding must partner with a Canadian organization
- Public and private educational institutions
- Public international organizations and governmental institutions
- Individuals (note that for-profit organizations are not eligible for this notice of funding opportunity. By extension, this means that an employee or owner of a for-profit organization may not apply as an individual solely to circumvent this restriction. If applying as an individual, you must include in your application an explanation of why you are uniquely qualified as an individual applicant.

Other Eligibility Requirements:

In order to be eligible to apply for funding, <u>all organizations</u> must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet- DNB.com), as well as a valid registration on www.SAM.gov. Please see Section D.2 for information on how to obtain these registrations. Please note that DUNS, NCAGE, and SAM.gov requirements do not apply to individuals applying for a grant.

D) APPLICATION AND SUBMISSION INFORMATION

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be considered ineligible.

1. Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- The proposal includes a solid monitoring plan
- All documents are in English
- All budgets are in U.S. dollars
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are mandatory:

Documents are available on the Embassy's website on the U.S. Mission to Canada Funding Opportunities page under 'Grant Application Package'.

- Grant Proposal Template
- SF-424 (Application for Federal Assistance – for organizations)
- SF 424I (Application for Federal Assistance – for individuals)
- SF424A (Budget Information for Non-Construction programs – mandatory for organizations)
- SF 424B (Non-construction – mandatory for individuals only)
- Detailed budget document

Budget Justification Narrative: after filling out the SF-424A Budget (see link above), use an Excel or Word file to describe each of the budget expenses in detail. See section H.
Other Information: Guidelines for Budget Submissions below for further information. Budget numbers must be provided in U.S. dollars. Cost sharing is not required.
Summary Page: Cover sheet stating the applicant's name and organization, proposal date, program title, program period, proposed start and end dates, and brief statement of purpose of the program.
Proposal (10 pages maximum): The proposal should contain sufficient information so that anyone not familiar with your program would understand exactly what you are trying to achieve. You may use your own proposal format, but it must include all the items below.
Proposal Summary: Short narrative that outlines the proposed program, including program objectives and expected outcomes.
Introduction to the Organization Applying: A very short description of past and present operations, demonstrating the ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
Problem Statement: Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.
Program Goals and Objectives: The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
Program Activities: Describe in detail the program activities for which you are seeking funding and how they will help achieve the objectives.
Program Methods and Design: A description of how the program is expected to solve the stated problem and achieve the goal.
Proposed Program Schedule and Timeline: The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
Program Partners: List the names and type of involvement of key partner organizations and sub-awardees.
Program Monitoring and Evaluation Plan: This is an important part of successful grants. Throughout the timeframe of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

Future Funding or Sustainability: Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

Attachments:
- Name, title, and organization of each proposed U.S. speaker for your program.
- If your organization has a Negotiated Indirect Contract Rate Agreement with the U.S. government (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file. NICRAs do not apply to individuals.
- Official permission letters, if required for program activities.

2. **Required Registrations for Organizations:**

All organizations applying for grants must obtain these registrations. All are free of charge:

- Unique entity identifier from Dun & Bradstreet (DUNS number) DNB.com
- NCAGE/CAGE code
- SAM.gov registration: www.sam.gov

Step 1: Apply for a DUNS number

- **DUNS application:** Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting http://fedgov.dnb.com/webform or Step 1: Obtain a DUNS Number | GRANTS.GOV
- NCAGE application: Application page here: https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
    - Instructions for the NCAGE application process: https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf
    - For NCAGE help from within the United States, call 1-888-227-2423
    - For NCAGE help from outside the United States, call 1-269-961-7766
    - Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.
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- **Step 2:** After receiving the DUNS number, proceed to register in SAM.gov | Home and follow the instructions for registering your entity. Your SAM account must be renewed annually.

Submission Dates:

PAS Grants Committee will review proposals based on the following schedule. PAS Grants Committee recommends that applicants submit proposals three to six months in advance of the project start date. Applicants are typically contacted four to six weeks after the proposal due date and informed if their application was approved or not.

Proposal Due Date:
January 14, 2022
March 7, 2022
May 4, 2022
July 6, 2022

Please note that all funding decisions are based on availability of funds.

Other Submission Requirements

All application materials must be submitted by email to ottawa-pa@state.gov.

E) APPLICATION REVIEW INFORMATION

Each application will be reviewed by the PAS Grant Committee. Each application will be assessed and rated on the basis of the evaluation criteria outlined below.

- Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.
- Organizational Capacity and Record on Previous Grants: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.
- Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated and the program approach is likely to provide maximum impact in achieving the proposed results.
- Budgets: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.
- Monitoring and Evaluation Plan: Applicants demonstrate they are able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators and shows how and when those will be measured.
- Sustainability: Program activities will continue to have positive impact after the end of the program.

F) FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this Notice of Funding Opportunity does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The U.S. Embassy in Ottawa will provide funding on a as need basis. The Embassy will retain up to 20% of the funding which will be reimbursed upon successful completion of the program. Please note that the Grants Officer has the right to change the payment structure if deemed necessary. The U.S. Embassy in Ottawa reserves the right to amend the final amount to be reimbursed after reviewing the final progress and financial reports.

Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

- 2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: https://www.state.gov/about-us-office-of-the-procurement-executive/.
- Note the U.S flag branding and marking requirements in the Standard Terms and Conditions.

Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

If you have any questions about the grant application process, please contact PAS at ottawa-pa@state.gov. Questions are encouraged at each stage of the process, even the initial process when an organization is considering whether to apply and may be unsure if program activities fit the grant purpose.

Thank you for your interest in our grants program.
U.S. Embassy & Consulates in Canada